

Local Process for Allocating FY 2005 Homeland Security Grant Funds

1. As with past grants, each city/town government agency should separately prioritize its SHSP and LETPP requests and submit them to their county level point of contact (refer to contact list).
2. The county government entities should also separately prioritize their SHSP and LETPP requests.
3. The city and county entities should hold a meeting to establish one prioritized list from all eligible entities involved in the process.
4. At that point, each prioritized county list (including city/town and county entity requests) should be submitted to the region.
5. The region will then meet and prioritize the lists from each county into one regionally prioritized list. Funding should be awarded to each county agency, and subsequent city/town agency, based on regionally defined priorities (The number one goal of the state strategy is to establish and enhance regional response teams).
6. The prioritized list should not exceed the region's award allocation for either SHSP or LETPP.
7. Once the county level point of contact has been notified of the items selected by the region to be funded, they are responsible for completing the two templates (one for SHSP and one for LETPP) to detail the items awarded (The Excel files and instructions for completing the templates are being provided to the Regional points of contact). The templates are distributed to the Regional Points of Contact, but are to be completed by the county level representative and should include only those items authorized by the region.
8. The templates should be coordinated with the Regional Point of Contact so that he/she can confirm that each county included only the items (County and City/Town Entities) awarded by the Region.
9. The Regional Point of Contact should Electronically (Via E-mail) submit one SHSP template and one LETPP template for **each** of the counties in the region. Template files should be E-mailed to Russ Fillmore at rfillmore@utah.gov no later than March 25, 2005.